



School's out in Leith!

Central Leith After School Provision (CLASP)

Terms and Conditions 2024

Term Time Prices & Opening Times - term time:

Mon–Thur, 3 pm–5.55 pm, £13.60 per session.

Fri - 12 pm–5.55 pm, £22.20 per session

(Please provide a water bottle each day and a packed lunch on Fridays)

Your monthly fee is stated on your payment plan and is to be paid by Standing Order or Childcare Voucher in advance, on the 1st of each month, over 10 months (Aug 2023 to May 2024) and cleared by the end of the academic year. If any instalments are missed, a reminder will be issued. If no money or communication is received after 1 week, another email will be sent requesting payment within 1 week. If no money or communication is received after a further week, a final email is issued requesting immediate payment, otherwise, the child's place may be cancelled, and any money outstanding will be actively pursued. CLASP reserves the right to withdraw its services if these Terms and Conditions are not adhered to.

Holiday Club Prices & Opening Times:

Members £32.90 per day & Non-Members £38.00 per day

(Please provide a packed lunch & water bottle daily)

Holiday Clubs are run every February, Easter, Summer & October: Mon–Fri, from 8.30 am–5.55 pm when schools are closed. Unless otherwise arranged, all holiday club places must be paid for online at the time of booking & stated on your holiday club booking form.

Childcare Voucher Schemes – we are registered with the following companies:

Bank Account Details:

CLASP (Central Leith After
School Provision)

Bank of Scotland

Sort Code: 80 02 71

Account Number: 00217364

When paying into the bank

please use your child's name

as a reference.

Childcare Voucher Scheme:

Edenred: P20136160

Care4: 11993413

Busy Bees: 00032299

Fair Care: car24810

Imagine: 85008762

Computershare: 8144316

Enjoy Benefits: EH6 7EG

Fidelity: CLA366C

Sodexo: 158953

ABSENCES: Parents/carers **MUST** inform CLASP if their child will not attend CLASP that day by text (or email before 11.00). Please note that in these instances you will still be charged for your child's place. Please also remember that we are not connected with your child's school and therefore, you must contact us separately. **If your child is absent and we have not heard from you, we will try to phone to confirm the absence, however, if we are unable to gain contact, we must follow our Policies and Procedures and call the police to report a missing child.**

CLASP CLOSURES: If CLASP is not able to operate due to unforeseen circumstances out of our control, refunds for sessions will not be offered. This includes, but is not limited to strikes, adverse weather conditions, no access to the premises or political elections. However, if the fault of closure lies with CLASP, we will automatically credit your payment plan. CLASP will try to notify you as soon as possible.

CHILDREN'S PERSONAL BELONGINGS: CLASP will not be held responsible for any loss or damage to children's personal property. However, we will do our best to assist in locating any missing items where possible. The child will be responsible for their belongings.

COLLECTION: Anyone who is coming to collect your child must be named on the Registration Form. We cannot let an adult collect your child without this.

SNACKS: The club provides a piece of fruit each day for each child and a small snack in the afternoon. Before snack, children must wash their hands and staff will also encourage this throughout the day. CLASP has a **no-nut policy** and we also do not allow food sharing due to allergies. Any food allergies **MUST** be recorded on the registration form. On Fridays, children should be given an adequately packed lunch or school-packed lunch. Otherwise, a charge of £4 per child will be enforced. During holiday clubs, a small breakfast and afternoon snack will also be provided.

CHANGE OF INFORMATION: You must inform the club immediately about any changes to your child's information and emergency contact details. A re-registration form will be sent out to all parents/carers 6 months after the beginning of term. All parents/carers **MUST** ensure they are fully completed and returned no later than two weeks after receipt.

BREAKAGES: Should any breakages occur, that the Project Manager considers to have been caused maliciously, the parent/carer will be asked to pay for a replacement.

LATE CHARGES: Children **MUST** be collected no later than 5:55 p.m. A late fee of £10 per half hour will be enforced, which must be paid in cash on the week of lateness. This must be paid directly to one of the members of staff that had to stay late.

TERM TIME CANCELLATION & NOTICE PERIOD: We require 2 weeks' notice for the cancellation of any day.

MOBILE PHONES/IPADS, ETC: Any children who bring their devices to Clasp, must leave them in the staff office until collection time. Children will be allowed to use their school tablets from 5:30 pm for educational/homework purposes.

BIKES/SCOOTERS: For Road Safety concerns, please do not allow your child to bring his/her bike or scooter on the days that they are booked into Clasp.